

Enclosure 4. Required Documentation upon In-Processing

- Five copies of ADT, ADTS, ADSW or AT orders.
- Five copies of DD Form 1610 (TDY orders) for service members on active duty tours. Ensure the following blocks are completed prior to you arriving
 - Block 9 – The command responsible for ATRRS school Allocation.
 - Block 16 – A statement of height and weight with the word “PASS” (if within standards) and the date of the last APFT score. A Body Fat Content Worksheet must be attached to the DD Form 1610 or attachment orders if the soldier requires taping.
- One copy of your DA Form 2-1. Note: You must have a minimum CL score of 95. If you do not have the minimum required CL score, you can take the ASVAB test at your nearest Education Center and have the results entered on your DA Form 2-1, Section II, block 8, or bring the ASVAB results.
- One copy of your medical screening, if you are over 40 years old.
- DA Form 1059 for 75H Personnel Services Specialist Phase I
- One copy of DA Form 3349 (Profiles), signed by your commander. If you receive a profile after enrollment, you will be evaluated for continued enrollment.
- One copy of DA Form 705 (APFT), indicating that you passed an APFT within the past 12 months.
- Students enrolled in the Army Weight Control Program must provide documentation and/or a letter signed by the commander indicating satisfactory progress.
- Certification from you commander that you meet all the prerequisites of AR 611-201, 350-15, and 600-9 or possess a waiver IAW AR 40-501.
- A physical profile of at least 323222 with a physical demands rating of “Medium”.
- Pre-Execution Checklist (Enclosure 5) signed by your Commander or Unit Administrator.
(Student will not be enrolled without this document)

IF YOU ARE AN IRR OR IMA SOLDIER / STUDENT bring the following additional documents.

- Lease/mortgage contract
- Marriage & birth certificates for dependents
- Direct deposit information
- Most recent promotion order.
- Copies of all DD 214's